

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD02012607  
POSITION NO: 244943  
POSITION TITLE: Planner/Estimator

DATE POSTED: 10/03/16  
CLOSING DATE: 10/14/16

DEPARTMENT NAME / WORKSITE:	<u>Division of Community Development / Design and Engineering Services / Window Rock, AZ</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP: <u>AB65A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.: <u>          </u> \$ <u>44,054.40</u> PER ANNUM
	SEASONAL:	<input type="checkbox"/>	DURATION : <u>          </u> \$ <u>21.18</u> PER HOUR
	TEMPORARY:	<input type="checkbox"/>	<u>          </u>

**DUTIES AND RESPONSIBILITIES:**

Under general direction, performs work of considerable difficulty with responsibility to provide technical construction planning, cost estimation, and project development related to repair, remodeling, alterations, and modification of Navajo Nation owned buildings and facilities, performs related work as assigned.

Meets with chapters to develop data and budgets for new projects, establishes scope of work, cost estimates, and project development schedules; coordinates utility routes and determines correct power commands; identifies zoning, regional and county plans related to location of projects; reviews plans from architects and engineers; provides required reports and project updates.

Develops preliminary project information to include site evaluations, space analysis, client needs inventory, small scale chapter planning, utility, electrical, mechanical, and plumbing requirements; develops three dimensional concepts defining project, visual, and physical appearance, oversees drawings, specifications, plan review and contract development, researches and reviews applicable codes to determine compliance; conducts field inspections for quality control and code compliance; reviews shop drawings, pay requests, issues certifications of completion and/or occupancy.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Engineering, Architectural Drafting, Mechanical Engineering, Planning/Design or closely related field; and three (2) years of responsible construction trades, technical construction planning, cost estimating experience.

**Special Requirements:**

- Must possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of professional design, cost estimation practices related to remodeling, alternations, or facility improvements. Knowledge of federal, state, Navajo Nation laws rules, regulations and guidelines related to construction, maintenance, repair and repair of infrastructure and chapter facility construction projects. Knowledge of occupational and environmental safety and health laws, rules, regulations, practices and guidelines. Knowledge of construction material specifications and qualities. Knowledge of management and administrative principles and practices. Knowledge of computer hardware, software and peripherals. Skill in responding to request for construction and technical assistance of infrastructure projects. Skill in using effective verbal and written communication skills in development of reports, presentations, training, and information. Skill in designing, developing, implementing, and overseeing multiple construction projects. Skill in ensuring compliance with safety, health, and environmental protection rules and regulations. Skill in safely inspecting construction site for compliance with construction specifications. Skill in overseeing and managing construction costs. Skill in establishing and maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**